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EYES ONLY

ORD-1555-77

26 August 1977

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

[redacted]
GS-06 to GS-07

STAT

1. [redacted] has been senior secretary of Data Processing Research Division since February 1977. She joined ORD in May 1973 and worked for me until October 1975 when she was assigned to the Problems Analysis Staff as senior secretary. She went on maternity leave in November 1976 and rejoined DPR upon her return. In this seven-month period, she has been a very effective and professional senior secretary. She is presently a GS-06, Step 3.

STAT

2. [redacted] presently supervises a GS-06 and a GS-05 secretary. In this regard, she has provided extensive assistance in enhancing these individuals' development. Also, her amiable personality and her personal habits are reflected in how well she gets along with her subordinates, the men in the Division, and other personnel contacts required in her work.

STAT

3. She performs her duties with a minimum of direction and readily assumes the responsibility of organizing and formatting the various types of documentation prepared in the Division. She should be especially commended on her reorganization of the Division file system and the retirement of two safes of dated files. A testimony to her strong performance and personable ways is her high acceptance by her peer group.

EYES ONLY

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[redacted]
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STAT

4. In my judgment, her accomplishments as senior secretary strongly justify the subject recommendation to promote [redacted] to GS-07. She is presently in a GS-07 slot.

STAT

[redacted]
C/DPR/ORD

STAT

RECOMMEND APPROVAL:

STAT

[redacted]
Chairman, Special Panel, ORD

7 SEP 1977

Date

APPROVED:

STAT

12 SEP 1977

Date

Distribution:

Original - Addressee

1 - C/SB/MS/ORD

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1 - C/DPR/ORD

C/DPR/ORD/DD/S&T/ [redacted]

STAT

EYES ONLY

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